

# Preliminary Plat Check List

*PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL*

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**Generally, a preliminary plat is only necessary with Single Family, Two-Family, and Town Home developments. A preliminary site plan may be submitted instead of a preliminary plat for a Town Home development.**

## **GENERAL**

- ☐ Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state, City project number (to be provided at time of submittal).
- ☐ Legend, if abbreviations or symbols are used
- ☐ Name, address and phone number for owner, applicant, and surveyor
- ☐ Location/vicinity map
- ☐ North arrow and scale appropriate for the level of detail – multiple pages may be required
- ☐ Property boundary with “phantom” line type and with dimensions and bearings
- ☐ Legal (metes and bounds) description with total acreage
- ☐ Lot dimensions in feet with bearings and angles to street and alley lines
- ☐ Lots and blocks with lot and block numbers. Include a table of lot and block numbers with the square footage of each lot (must be on a separate 8 ½ x 11 for the file)
- ☐ Building Lines
- ☐ Location of existing buildings and structures
- ☐ Conceptual detail of proposed screening and landscaping (including location, ROW, materials, description, height, etc.)
- ☐ General arrangements of land use, park and school sites, public facilities, private open space, habitat restorations and floodplains
- ☐ Phasing lines and numbers
- ☐ Proposed densities (exclude major thoroughfares from density calculations)
- ☐ Outline of all property offered for dedication for public use
- ☐ Adjacent properties – land use, zoning, subdivision name, owner name of unplatted property, and recording information
- ☐ Surveyor's certificate (signed and sealed) with notary block
- ☐ City approval signature block located on the right side of the page (See “Plat Language” in this packet)
- ☐ Certificate of ownership with notary block(s)
- ☐ Dedication language for easements (fire lane, landscape, Visibility, Access and Maintenance, access, drainage, and drainage and detention)
- ☐ Note stating which zoning or planned development standards apply to the subdivision
- ☐ Typical Lot Detail showing all setbacks for all single family districts

- ☐ List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."
- ☐ An exhibit to scale showing proposed development on colored aerial of the property
- ☐ Necessary offsite improvements (roads, drainage, fire lanes, median openings, etc...)
- ☐ In addition, the following plans shall be submitted with a preliminary plat application; approval is necessary prior to final authorization for development:
  - \_\_\_ Any necessary offsite easements (by plat or separate easement in accordance with the Subdivision Ordinance)
  - \_\_\_ Preliminary Drainage Plan
  - \_\_\_ Preliminary Utility Plan
  - \_\_\_ Landscape Plan Cross Section showing location of tree plantings along street, sidewalk, easements, right-of-way, etc.
  - \_\_\_ Screening Option proposal
  - \_\_\_ Detailed Tree Survey and Tree Preservation Plans

### **ENGINEERING**

- ☐ Existing and proposed utilities and easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc.
- ☐ Filing information for all existing easements and rights-of-way. Provide all bearing and distance information on existing easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county
- ☐ Length of all arcs, radii, internal angles, points of curvature, length, and bearings of all tangents
- ☐ Location of existing water courses, railroads, and other similar drainage and transportation features
- ☐ Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site." A floodplain reclamation study will be required with the final plat if necessary
- ☐ Existing and proposed topography at two (2) foot contours or less, including drainage channels and creeks
- ☐ Locations, material, and size of all monuments

### **TRAFFIC**

- ☐ Location and dimensions of existing and proposed streets and alleys with centerline design radii, medians, median openings, turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets (submit letter requesting street name approval with application)

If preliminary plat contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."

- ☐ Dimension of property to centerline of right-of-way
- ☐ Right-of-way dedications or reservations

Preparer's Signature \_\_\_\_\_